[Business Administration Systems – Team Leadership](https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx)

Certificate

Coordinator: Virginia Fairchild ([virginia.fairchild@kctcs.edu](mailto:virginia.fairchild@kctcs.edu)) 859-246-6265

Student Name: Student ID:

*Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.*

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MGT 287 Supervisory Management | 3 |  |  |  | Same as BAS 287 |
| CIT 105 Introduction to Computers OR  OST 105 Introduction to Info. Systems | 3 |  |  |  |  |
| COM 181 Basic Public Speaking OR  COM 252 Intro. to Interpersonal Comm. | 3 |  |  |  |  |
| Total Semester Credit Hours | 9 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| BAS 288 Personal and Org. Leadership | 3 |  |  |  | Same as MGT 288 |
| OST 235 Business Communications Technology | 3 |  |  | ENG 101 AND  CIT 105 or OST 105 |  |
| Team Leadership Technical Course | 3 |  |  |  |  |
| Total Semester Credit Hours | 9 |  |  |  |  |
| Total Certificate Credit Hours | 18 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Certificate Credit Hours must be earned at BCTC.
* Grade of C or higher in each course required for the certificate.

Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

BAS Team Leadership Certificate is available completely online.

**Team Leadership Technical Courses** (Students may select other courses as approved by the Business Administration Program Coordinator.)

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Cr. Hrs. | Prerequisites | Notes |
| BAS 160 Introduction to Business | 3 |  | Same as MGT 160 |
| BAS 201 Customer Service Improvement Skills | 3 |  |  |
| BAS 290 Management, Ethics and Society | 3 | BAS 283 |  |
| MGT 274 Human Resource Management | 3 | BAS 160 and BAS 283 | Same as BAS 274 |
| QMS 101 Introduction to Quality Systems | 3 |  | OR MGT 101 |
| QMS 202 Performance Management | 3 |  |  |
| Other courses approved by Business Administration Systems Program Coordinator | 3 |  |  |

*Reviewed by: Ty Sturdivant Effective Term: Fall 2021*

*Review Date: 04/10/2021*